

Virtually Attend a Liquor Commission Meeting - Zoom  
**Register to access the Honolulu Liquor Commission's weekly meeting.**

1. Go to our Event Calendar on the Honolulu Liquor Commission's Homepage:  
<http://www.honolulu.gov/liq/event-calendar/month.calendar/2020>
2. Select the Thursday meeting date you want to virtually attend.
3. Click on the Zoom link provided on the event date.
4. Complete the registration form:

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Address*	City
<input type="text"/>	<input type="text"/>
Zip/Postal Code	State/Province
<input type="text"/>	Choose One...
Phone*	Organization
<input type="text"/>	<input type="text"/>
Please indicate the agenda # you are appearing for.*	Are you a(n)...*
<input type="text"/>	Choose One...
* Required information	
<input type="button" value="Register"/>	

Registration Fields:

**First Name:** Enter your first name

**Last Name:** Enter your last name

**Email Address:** Enter your email address

**Confirm Email Address:** Enter your email address, must match the email address you previously entered.

**Address:** Enter your street address.

**City:** Enter the city of your address. .

**Zip/Postal Code:** Enter the zip code of your address.

**State/Province:** Select the "State" where your address is located.

**Phone:** Enter your telephone (or mobile) contact number with area code.

**Organization:** Enter the business you represent (optional).

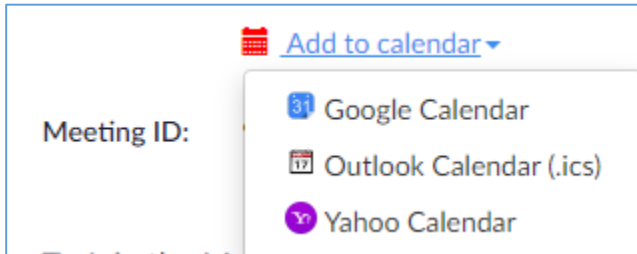
Questions:

**Please indicate the agenda # you are appearing for:** Enter the agenda number(s) you are making an appearance or testifying for. (i.e., #2, #3, etc.)

**Are you a(n): Select the type of participant:** Applicant, Attorney, Licensee, Observer, or City and County of Honolulu Staff member.

5. Upon completion of registration form, select “Register”.

If pre-registering, you will receive a confirmation in your email stating you have registered for the meeting. You may click on the “Add to calendar” link to add the meeting to your Google, Outlook, or Yahoo calendar.



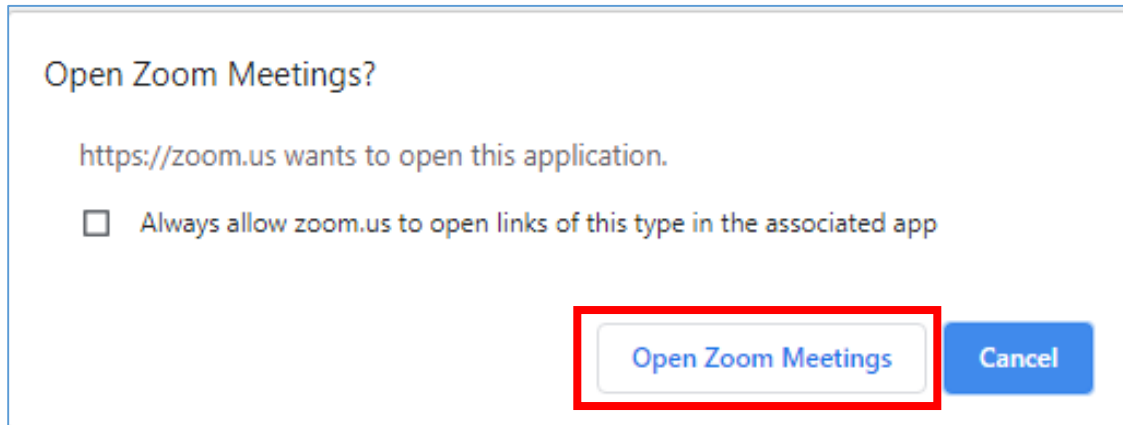
OR bookmark the page to join on the day of the meeting.

A link to the meeting is included in the confirmation email.

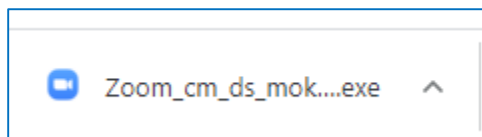
6. If registering on the day of the meeting, click on “Join Meeting in Progress”

## **Joining Meeting**

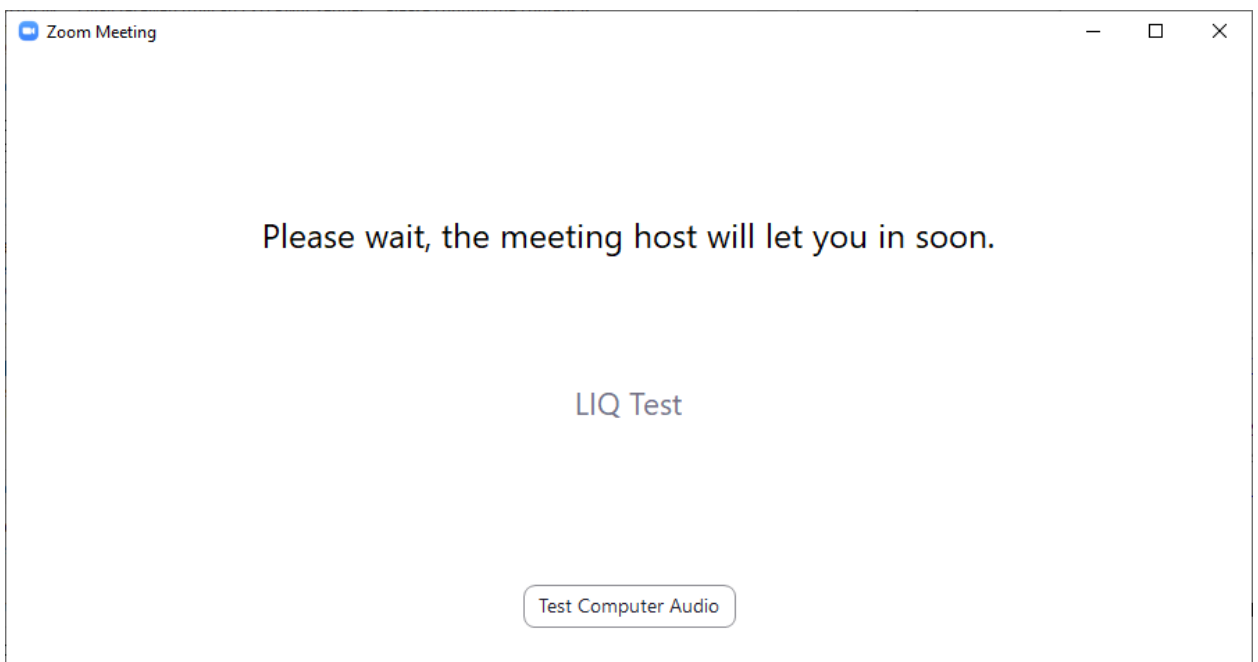
1. After selecting to join meeting, click on “Open Zoom Meetings” in the windows dialogue box.



(If first time accessing Zoom, a temporary application will be downloaded to your computer (bottom right). Click on the temporary application to activate Zoom.

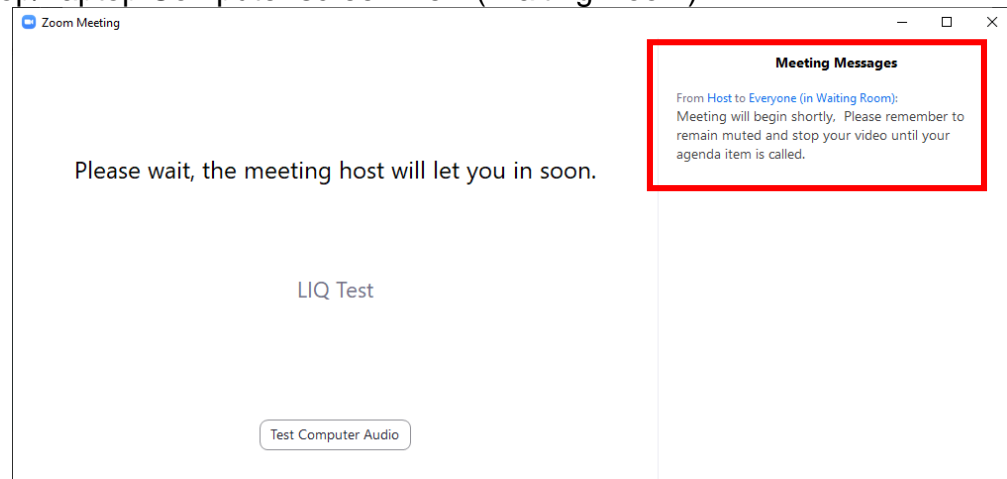


2. Zoom will populate and you will be placed in the waiting room, for the host to admit you to the meeting.

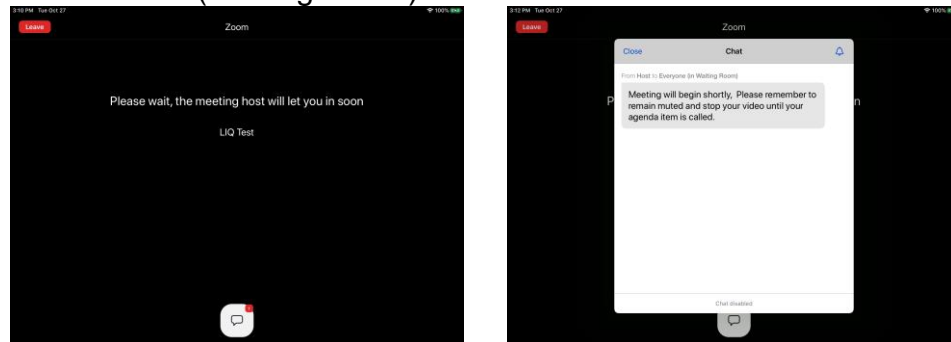


While waiting for the meeting to start, the Zoom Host may send a message to all in the waiting room.

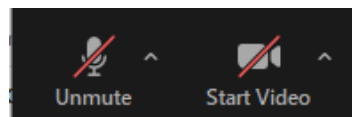
### Desktop/Laptop Computer screen view (Waiting Room)



### Mobile Device view (Waiting Room)

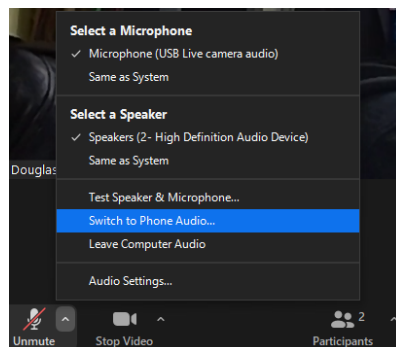


3. Once admitted, you will be taken to the live meeting. Please remain muted and hide your camera. Your microphone and video icon (bottom of screen) should have a red slash, indicating microphone is muted and camera is hidden.



Upon entry to live meeting:

Zoom defaults to using "Computer Audio".



To switch to "Phone Audio":

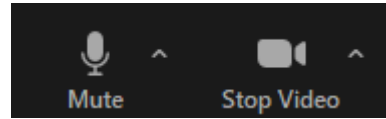
Click on the arrow next to the microphone icon and select "Switch to Phone Audio"

On your phone, dial one of the phone numbers.

Enter the Meeting ID, then Participant ID.

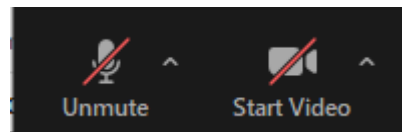
4. When you are ready to make your appearance, “unmute” your microphone and “start” your video.

Ready to make appearance/testify:

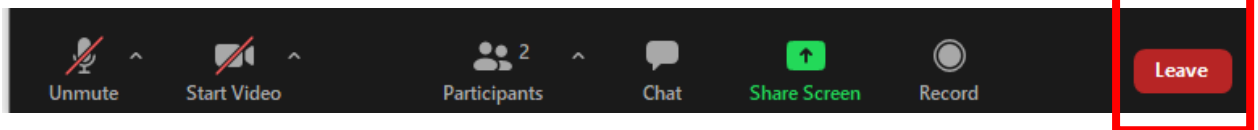


5. Remember to look directly into the camera, remove your face covering (if wearing one) and speak clearly.
6. When your agenda item is done and you have completed your testimony, please mute your microphone and stop your video.

After testifying:

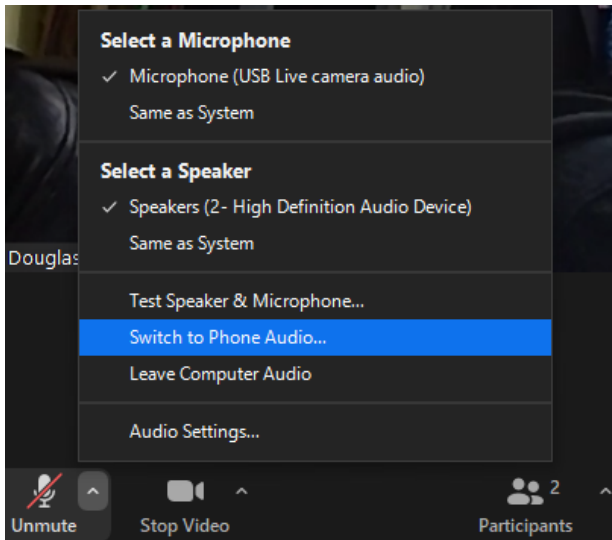


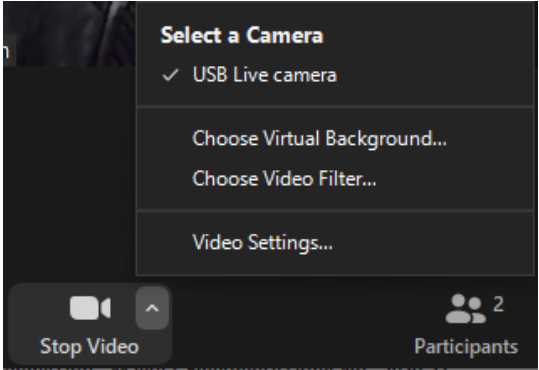
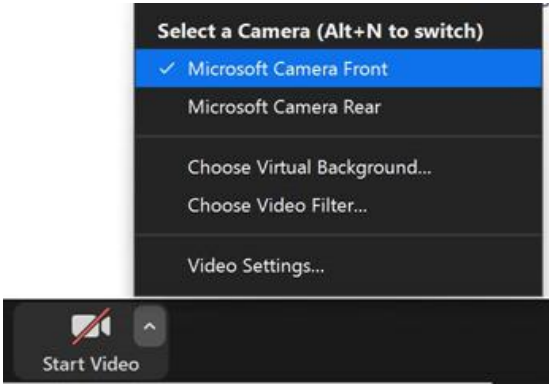
7. You may remain to observe the rest of the meeting. If you want to exit the virtual meeting, click the “Leave” at the bottom right of the screen.

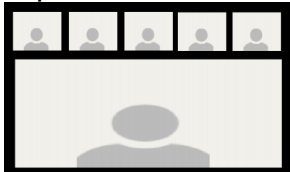

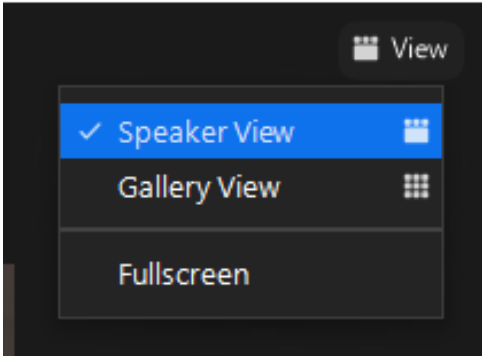


## **Troubleshooting:**

Unable to locate the meeting link	<p>Click on the Zoom link found in the Liquor Commission's Event Calendar:</p> <p><a href="http://www.honolulu.gov/liq/event-calendar/month.calendar/2020">http://www.honolulu.gov/liq/event-calendar/month.calendar/2020</a></p>
Using Mobile device	<p>Go to mobile device store (i.e., Apple App Store, Google Play Store, etc.) and download Zoom app.</p> <p>After installing Zoom app, click on Zoom and enter meeting ID (found on the event calendar), then select "Join". Enter your name and email address and click "Ok" If you have not pre-registered, you will need to register.</p> <p>Join meeting.</p> <p>Note: Meeting control buttons are on the top of the screen for mobile tablets.</p>

No Computer Audio	<p>If you have no computer audio, switch to phone audio.</p> <ol style="list-style-type: none"><li>1. Click on the error next to the microphone icon and select "Switch to Phone Audio..."</li></ol>  <ol style="list-style-type: none"><li>2. Select a phone number, dial the phone number, enter the meeting ID, and participant number. You will be connected by phone.</li></ol>
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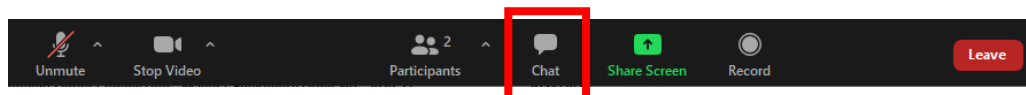
No Video	<p>If you don't have a video feed, click on the arrow next to the video icon and be sure your camera has a "✓" next to it.</p>  <p>The screenshot shows the Zoom video settings menu. At the top, it says "Select a Camera". Below this, there are four options: "USB Live camera" (which has a checkmark next to it), "Choose Virtual Background...", "Choose Video Filter...", and "Video Settings...". At the bottom of the menu, there is a "Stop Video" button with a video camera icon and an upward arrow, and a "Participants" button with a group of people icon and the number "2".</p> <p>If you are not able to connect your camera, but still have audio, please continue using audio only.</p>
Camera is facing the wrong way	<p>If you are using a device with a front and rear facing camera, Zoom may detect the rear camera. To select the front camera, go to camera icon and click the arrow next to the camera.</p> <p>Select the "Front" camera.</p>  <p>The screenshot shows the Zoom video settings menu. At the top, it says "Select a Camera (Alt+N to switch)". Below this, there are four options: "Microsoft Camera Front" (which has a checkmark next to it and is highlighted in blue), "Microsoft Camera Rear", "Choose Virtual Background...", "Choose Video Filter...", and "Video Settings...". At the bottom of the menu, there is a "Start Video" button with a video camera icon and an upward arrow.</p> <p>You may also toggle (switch) between the front and rear cameras by pressing "ALT" and "N"</p>

Switch video view	<p>Zoom provides the option of active speaker view or gallery view. To change the view format, go to the top right of the screen and select “View” to change between “Speaker” and “Gallery” view.</p> <div> <div> <p>“Speaker View”</p>  </div> <div> <p>“Gallery View”</p>  </div> </div> 
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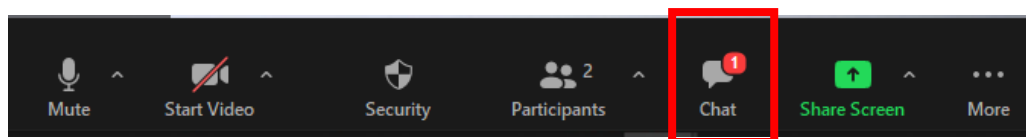
## Contacting the Host.

Prior to the start of the regular meetings, the Zoom Host (Douglas Oh) may be contacted by email: [doh@honolulu.gov](mailto:doh@honolulu.gov) or by phone: 808-768-7336.

During the meeting, if you need to chat with the Zoom Host, click on the “chat” button at the bottom of your screen.



The Zoom Host may send chat messages to participants. Please be aware of messages in your chat box.



If you are having technical issues and are unable to testify when your agenda item is called, upon direction from the meeting chairperson, agenda items may be taken out of order until your technical issues have been resolved.